

**Proposal for Needs Analysis and Expansion Alternatives Study**

**Irvington Fire Department Headquarters**

**Village of Irvington**

**Submit by:**

May 18, 2012 – 3:00 p.m.

**To:**

Lawrence Schopfer  
Village Administrator  
85 Main Street  
Irvington, New York 10533

**Proposal for Needs Analysis and Expansion Alternatives Study**  
**Irvington Fire Department Headquarters**  
**Village of Irvington**  
**Dated: March 28, 2012**

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## **INTRODUCTION**

The Village of Irvington is soliciting proposals from qualified Architects to perform a Needs Analysis and Expansion Alternatives Study (the “Study”) for the Irvington Fire Department Headquarters (“FDHQ”). The FDHQ is in need of major improvements to meet the ongoing needs of the volunteer firefighters.

## **SCOPE OF SERVICES**

### **INITIAL SERVICES**

\*Each phase should include an estimated time frame for completion\*

#### **Phase I – Needs Analysis**

In this phase of the Study, the Architect is expected to meet with the Fire Department Building Committee (“FDBC”) members to determine the programmatic needs of the Department, both short-term and long-term. To that end, the Architect is expected to perform, at a minimum, the following tasks:

- ❑ Conduct fact-finding interviews and meetings with the FDBC to outline programmatic and spatial requirements, including present and long-term operational and equipment needs. Gather enough information to prioritize needs and classify them into 2 general categories: 1) needs generated as a result of minimum code requirements or compliance with national standards; or 2) all other needs.
- ❑ Inspect the existing FDHQ, including a review of original floor plans and other drawings (See “Available Documents”), to determine the viability of the existing building and its ability to support new or restored spaces and activities. Prepare floor plan for existing structure in CAD format to be provided to the FDBC digitally.
- ❑ Analyze the site to identify opportunities for possible expansion on the site, based upon various surrounding site constraints. Although compliance with existing

zoning is not a requirement for the Village, reference should be made between expansion possibilities and existing zoning laws.

- ❑ Compile all information collected in Phase I into a Needs Analysis report to be referenced in Phase II. The report will include, at a minimum, copies of notes for all interviews, meeting minutes, existing building floor plans, analysis of the existing building, and site analysis. Allow for FDBC and Village administration review of the Needs Analysis report before it is finalized. Provide 12 copies of the Needs Analysis report plus a digital PDF version.

## **Phase II –Alternatives to Meet Needs**

- ❑ Based upon the information compiled during Phase I, the Architect shall prepare conceptual site and interior floor plans that offer solutions to the program requirements. One alternative that includes razing the existing structure is required. Other expansion alternatives will contemplate using all or part of the existing FDHQ. All plans will identify, in general terms, the opportunities for phasing of construction.
- ❑ The architect is expected to outline at least 3 different concepts, including the required “razing” alternative, for presentation to the FDBC by the Architect. Conceptual plans will be prepared that reflect only viable alternatives for expansion. Also, rough construction budgets will be prepared by a certified estimator. Provide 12 copies of the expansion alternatives plans and budget plus a digital PDF version.
- ❑ The FDBC will select one alternative for further study and plan development (the “Preferred Alternative”).
- ❑ For the Preferred Alternative, the Architect will:
  - Identify structural issues and mechanical system upgrades in narrative form.
  - Prepare a construction phasing plan, including site and interior floor plans with rough construction budgets for each phase prepared by a certified estimator.
  - Include, to the extent practicable, concepts that meet Green Architecture standards and if achievable, LEED certification opportunities.
  - Prepare drawings and interior/exterior renderings for all phases suitable for public presentation. Drawings must be made available in a digital PDF version.
  - Assist the FDBC with a public presentation and allow for 1 set of revisions to the plans after the public presentation.

### **Phase III –Final Report**

- ❑ A final report will be prepared that includes all information contained in the Needs Analysis from Phase I, all alternatives identified in Phase II, and the additional information prepared for the Preferred Alternative identified in Phase II. In addition to the public presentation with the FDBC outlined in Phase II, the Architect will be available for 1 public meeting to present the Study to the Village Board of Trustees, the Irvington Fire Department, and the general public, when requested. Provide 12 copies of the Final Report plus a digital PDF version.

### **Services beyond Phase III**

- ❑ Upon completion of the **Phases I, II, and III**, the Village expects to solicit proposals from qualified engineering/architectural firms for the preparation of construction plans and specifications for competitive bidding. The information gathered during all phases of this Study must be detailed enough to provide necessary information to allow for construction plans and specifications to be prepared efficiently and with little duplication of effort.

## **QUALIFICATIONS OF THE ARCHITECT TEAM**

The architect will submit detailed qualification indicating, at a minimum, the following:

- ❑ Name, Address and Owner(s) of firm
- ❑ Years in Business
- ❑ Previous experience with programming and design of Fire Department facilities
- ❑ Projects completed in the past five (5) years of similar size and complexity
- ❑ References with the name, company, and current telephone numbers
- ❑ Resumes of key personnel for your firm and engineers

## **COMPENSATION**

The fixed fee for providing the initial services, Phase I, II, III, as presented shall be in accordance with the following phases of work:

Phase I – Needs Analysis  
Phase II – Expansion Alternatives  
Phase III – Final Report

Payments will be made based upon the percentage of completion of each phase. Out-of-pocket expenses associated with the Study will be reimbursed at cost only.

## **AVAILABLE DOCUMENTS**

### **1963 Plans**

Original construction drawings for the current FDHQ dated 1963. No assurances are provided that the drawings reflect the current conditions of the FDHQ. The drawings should be used as historical reference only.

Available for Download: <http://www.irvingtonny.gov/DocumentCenter/Home/View/5682>

### **1987 Rear Addition Plans**

Available for Download: <http://www.irvingtonny.gov/DocumentCenter/Home/View/5683>

### **2009 Grant Submission**

Conceptual addition and renovation drawings completed in 2009 for use in a grant submission. The concepts reflected in these drawings do not necessarily reflect the current views of the FDBC. The drawings should be used as historical reference only.

Available for Download: <http://www.irvingtonny.gov/DocumentCenter/Home/View/5169>